

NORTH DAKOTA STATE REHABILITATION COUNCIL
QUARTERLY MEETING
PRAIRIE HILLS PLAZA
October 9, 2018

MEETING MINUTES

Members Present: Darcy Severson, Joseph Hall, Kevin McDonough, Robyn Throlson, Uma Hoffmann, Kirsten Dvorak, Bruce Klootwyk, Matthew McCleary, Tina Bay, Jason Sutheimer, Becki Hoff, Jodi Webb, Gillian Plenty Chief, Teresa Larsen, Trevor Vannett (2:00 p.m.)

Members Absent: Bruce Murry, Deb Jendro, Marshall Longie, Shannon Cook

Others Present: Aimee Volk, Heather Steffl, Wendy Schumacher, Cheryl Anderson

Kirsten Dvorak called the meeting to order at 1:07 p.m. A quorum was present.

Action: A motion was made by Darcy Severson and Kevin McDonough seconded by to accept the agenda as presented. Motion carried by unanimous decision.

Approval of April 18-19, 2018 minutes.

Action: A motion was made by Jason Sutheimer and seconded Joseph Hall by to accept the SRC quarterly minutes from April 18-19, 2018. Motion carried by unanimous decision.

Approval of July 18-19, 2018 minutes.

Action: A motion was made by Jason Sutheimer and seconded by Joseph Hall to accept the SRC quarterly minutes from July 18-19, 2018. Motion carried by unanimous decision.

Customized Employment – Cheryl Anderson

Cheryl reported on the success of the Expanded Supported Employment Pilot Project which was a three-year pilot project (2015 - 2018). Vocational Rehabilitation and Developmental Disabilities worked together in this effort. They gathered data and information on what ND needed to consider prior to implementing Customized Employment. VR awarded a grant to Minot State to coordinate and provide training and technical assistance. There were four Community Rehab Providers (HIT, CLS, Pride, and Kalix). Explanation was provided on the criteria for receiving employment services through the Pilot that individuals had to be.

Through the Expanded Supported Employment Pilot Project, they had a goal of serving 60 individuals and they were very close to meeting that goal as they served 57 individuals. The first year they had 18 participants, the second year there was a total of 44 individuals in the process, and by the end of the third year there were 57 individuals that had participated in the process.

Cheryl went through all the outcomes of the Pilot. VR and Minot State worked with WISE to develop three online modules (Discovery, Job Development & Marketing, and Systematic Instruction).

Director's Report – Robyn Throlson

Physical Co-location: The State VR office moved to the Job Service Administration Building in September. Grand Forks, Devils Lake and Bismarck will be moving in 2019. There has been talk about Jamestown co-locating with Job Service as well.

A challenge has been staff retention. Six individuals took the Voluntary Separation Incentive Plan (VSIP) was offered. A vision rehabilitation specialist (VRS) was hired in Bismarck who is a CRC and a VRS was hired in Minot that has a VR background.

Robyn updated the group on prior approval CFR 200. If there is equipment purchased over \$5000 prior approval must be obtained. VR submitted an aggregate request for equipment. Prior approval will need to be completed for costs associated with co-location.

Budget was submitted. We will have some funds we will not be able to draw down, however we will not know the final amount until December, once all expenditures are paid. All counselors now have laptops to help them be more efficient.

DVR Regional Update – Jamestown (Region VI) – Jennifer Moldenhauer

Jamestown had a very strong year, especially considering the turnover of all the counseling staff in the last year and a half. The average case load for each counselor is in the 50's.

Goals:

- 95% new applicants
- 91% new plan goals
- 124% closed successfully employed
- 152% new applicants for Older Individuals who are Blind (OIB)
- Exceeded Pre-ETS time, employer contacts, and presentation goals

They have hosted the Biennial Health, Technology & Trades Career Fair to promote career exploration for students grades 9-12 who are and planning to attend two years or less of post-secondary training/education. Brooks Harper (www.brooksharper.com) will present.

The biggest barriers to employment are transportation, difficulty getting treatment for mental health issues (due to changes in Human Service Center Core population services) lack of well-trained job coaches especially in the more rural areas, company policies that inhibit hiring individuals with legal histories especially felonies and sex offenses, and lack of affordable housing. Safe affordable housing greatly impacts an individual's ability to maintain work. There is a shortage of low-income housing, sober living housing and housing for individuals with certain legal histories.

DVR Regional Update – Minot (Region II) – Lou Ann Nider

Minot provides services to seven counties and three additional counties that are geographically closer to Minot than their respective regional VR offices. They serve over 35 schools in the area.

Fully staffed Minot has 12 staff members. There are seven counselors, a rehab technician, a business service specialist, a vision rehab specialist, support staff, and regional administrator. They serve close to 600 individuals yearly. They exceeded all their goals. Average hourly wage was \$12.40 with the highest at \$28.85 for successfully closed.

The challenges ahead are with staff retention and recruitment in the office. Currently, the Minot office is down one counselor. They just hired a vision rehab specialist.

Public Comment - None

October 10, 2018

Members Present: Darcy Severson, Trevor Vannett, Jason Sutheimer, Joseph Hall, Kevin McDonough, Teresa Larsen, Jodi Webb, Robyn Throlson, Becki Hoff, Bruce Klootwyk, Kirsten Dvorak, Uma Hoffmann, Tina Bay

Members Absent: Gillian Plenty Chief, Bruce Murry, Shannon Cook, Marshall Longie, Deb Jendro

Others Present: Aimee Volk, Ben Wolf Necklace

Kirsten Dvorak called the meeting to order at 9:05 a.m. A quorum was present.

Duties of the Chairperson and Chairperson Elect – Robyn Throlson

Reviewed duties of the Chairperson and Chairperson Elect.

Appoint Chairperson Elect

Motion: A motion was made by Darcy Severson and seconded by Teresa Larsen to nominate for the position of Chairperson Elect and Joseph Hall accepted the nomination.

Yes: Darcy Severson, Trevor Vannett, Jason Sutheimer, Joseph Hall, Kevin McDonough, Teresa Larsen, Jodi Webb, Robyn Throlson, Becki Hoff, Bruce Klootwyk, Kirsten Dvorak, Uma Hoffmann, Tina Bay

No: None

Motion passed 13-0.

Committee Chair Reports

Membership/Public Relations Committee – Aimee Volk

Deb Jendro will be retiring and will be submitting a resignation notice to the Governor's Office. An application has been received to take her place by Renee Speidel-Wetzsteon. We are looking for a Community Rehab Provider to take Darcy Severson's position. There is one business/industry rep position but by the middle of next year there will be another.

Motion: Joseph Hall made a motion to accept the new terms in the Bylaws under Terms of Appointment to reflect "There shall be one full year between the time a person fulfills an appointment and when they are eligible for reappointment to the Council" and was seconded by Kevin McDonough. Motion carried by unanimous decision.

Motion: Joseph Hall made a motion to accept the new terms in the Bylaws under Meetings & Forums stating, "the dates will be specifically designated prior to

December 31st for the following year” and was seconded by Jason Sutheimer. Motion carried by unanimous decision.

Planning and Evaluation Committee – Teresa Larsen, Chair

VR strategic plan measures (Oct-Sept), the performance continues to be very good in all categories.

Motion: Teresa Larsen made a motion to accept policy changes to the *Client Purchases Policy* to update payment from \$2500 to \$5000, seconded by Darcy Severson. Motion carried by unanimous decision.

Motion: Teresa Larsen made a motion to accept clearer language to the *Appeals Policy*, seconded by Joseph Hall. Motion carried by unanimous decision.

Resource Committee – Jason Sutheimer

Talked about onboarding ideas however the challenge is funding. They talked about doing a mentor program that was done in the past and just died out. They are going to complete a letter for new employee's from SRC and will have the Chairperson sign it. The employee survey will be coming out soon. They would like to do a survey after a month and shortly after starting to find out more information on retaining employees. They would like to do Shout Out Boards for each region.

Employment Committee – Bruce Klotwyk

During the Statewide Recognition Award Ceremony, they would like to incorporate success stories of the Expanded Supported Employment Pilot Project. Research marketing efforts for National Disability Employer Awareness Month (NDEAM) targeting employers for 2019. They are going to work on the Employer Award nomination form with Patty Wanner.

Tribal Updates

Ben Wolf Necklace – Standing Rock Vocational Rehabilitation

Ben is the new director. They are in the transition phase working on reviewing job structure and marketing.

2019 Meeting Dates – Kirsten Dvorak

- January 16, 2019
- April 16-17, 2019
- July 16-17, 2019
- October 22-23, 2019

Location will be at Job Service: 1601 E. Century Ave. Bismarck, ND.

Action: A motion was made by Trevor Vannett and seconded by Joseph Hall to accept all the meeting dates as presented. Motion carried by unanimous decision.

Next meeting January 16, 2019.

Motion made by Joseph Hall to adjourn meeting. Motion carried.

Meeting was adjourned at 10:35 a.m.